Dear Exhibitor

We would like to remind you of a couple of things concerning the fair. Reading through this letter will help you in your last minute preparations for the fair. For further information on schedule and the services of Messukeskus during construction and dismantling, please visit Fairnet – Exhibitor Service www.fairnet.fi

Please note, that the deadline for technical orders is December 1st .

Please forward this bulletin also to your constructors.

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Hall 1	**Caravan**
Hall 3	**Caravan**
Hall 6	**MATKA Nordic Travel Fair**
Hall 7	**MATKA Nordic Travel Fair**

Stand Construction

Each stand must have its own walls. Exhibitiors may not fasten anything to the hall pillars or other fixed structures in the hall.

Mon – Wed 12th -14th Jan 7:00 – 22:00

Doors in use during construction are: 6.12, 6.6, 7.5 and 7.17

Stands must be ready for electrical installations on Wednesday 14th by noon. The decoration time for the package stands ordered from Messukeskus is on Wednesday from 12:00 until 22:00.

Cleaning of the stands will begin on last construction day at 22:00 pm.

Driving into the halls
Passenger cars are not allowed in the halls. Vans and trucks are permitted to drive into the halls to quickly unload the vehicle until Wednesday 14th January at 18:00**;** there are carts by the doors for transporting goods to the stands.

N.B. It is not allowed to park delivery trucks on Messukeskus parking lot during the opening days of the fair. There is no night watch at the area.

Opening Hours

Wed 14th Jan	8:00 – 19:00, Matka Worskhop Day (Congress Center)
Thu 15th Jan	9:00 – 19:00, Professional day
Fri 16th Jan	9:00 – 12:00, Professional time
Fri 16th Jan	12:00 – 19:00
Sat 17th Jan	10:00 – 18:00
Sun 18th Jan	10:00 – 18:00

NB. Electricity on the stands will be switched off every day 30 minutes after the fair closes. Therefore, place an order for 24-hour electricity service if you find it necessary for your appliances (refrigerators, computers etc.). More information concerning technical orders and stand construction contact our Technical Advisor.

Passes and Customer Cards

Exhibitor passes will not be sent to addresses outside Finland. You can pick up the badges from the Exhibition Office during construction time of the Fair. The passes will be send from week 49 onwards if you have address in Finland and the space rental has been settled. You can still obtain additional passes and cards at the Exhibition Office during stand construction

and the fair. **NB! Passes are personal and are to be worn at Messukeskus Centre at all times.**

Stand Maintenance

Maintenance hours during the fair are in the mornings before the fair opens for the public:

Thu – Fri 15th-16th Jan	7:00 – 9:00
Sat – Sun 17th -18th Jan	8:00 – 10:00

Maintenance doors are: 6.12, 6.6, 7.5 and 7.17

During opening hours goods can only be delivered via public entrances.

Water

Exhibitors can get fresh water from all water faucets e.g. for cleaning. Faucets cannot be used for washing painting supplies.

Hall 1	The faucet is situated at the Lower Gallery behind the stairs.
Hall 2	Near the toilets.
Hall 3	in the lower Gallery outside door 3.1.
Hall 4	Near the toilets.
Hall 5	Next to the door 5.1.
Hall 6	The faucets are located below Café Balcony and underneath Southern Entrance stairs
Hall 7	The end of the hall

Water faucets in use are marked to the map below

Stand Dismantling

Sun 18th Jan	18:00 – 22:00
Mon 19th Jan	7:00 – 18:00

Doors 6.12, 6.6, 7.5 and 7.17 are open for dismantling.

NB! Dismantling may not begin until after the fair closes.

Electricity on the stands will be switched off half an hour after the fair closes. Therefore, contact our electrician on duty (tel. +358 40 450 3175) beforehand if you find it necessary to have electricity on your stand after this.

Driving in the halls is permitted after the carpets have been removed from the passageways.

In order to avoid theft, please take with you all easily removable objects from your stand right after the fair closes.

Matters concerning construction of the stands

Orders for Technical Services
The deadline for technical orders is 1st of December. Orders and alterations arriving later than 15th of December will be subject to a 50 % surcharge. You can place your orders via FairNet-service www.fairnet.fi.

During the construction time the order will be done at the Exhibition Office or by email to messutoimisto@messukeskus.com . Please notice that we don´t take orders by phone.

Our Fair Services and Prices -catalogue can be found at www.messukeskus.com/catalogue

Suspended items

Suspensions are to be ordered in advance. Please send an installation picture with your order (place and height of suspension) to technical coordinator and to SVV, by e-mail to svv.myynti@messukeskus.com **at latest 30 days before the event**

NB! At Hall 1 suspending is not possible.

Light items that are to be suspended (such as banners) must be delivered to **door 6.12 by 12th January.**

The consignee is **Helsingin Messukeskus, Construction Door 6.12/ Valvomo**
Please mark the package as follows:

Recipient
Name of the event
Exhibitor
Stand number

Technical advisor will provide additional information on stand construction and technics.

Goods arriving
Packages are delivered to:

Helsingin Messukeskus
Maintenance door 6.12/ Niemi Messupalvelut/Somistusvarasto/Puh 09 5420 5461
Messuaukio 1
00520 HELSINKI

All packages must include the following information:
recipient Niemi Messupalvelut/Somistusvarasto
Name of the event
Exhibitor's name
Stand number
Phone number of the contact person

After the event: banners and other suspended items are taken down and handed to the customer during the dismantling hours if possible. All goods must be signed for. After the dismantling hours, the Niemi Services Ltd will store the goods for one week without an extra charge. After that the goods are returned to the customer as agreed by both parties. Storage services after one week are subject to an extra charge.

For more information concerning technical services and stand construction, please contact our Technical Advisors.

Heavy fastening
Truss fastening and over 15 kg heavy suspending should be ordered from Suomen Videoviestintä, more information from the Fairnet and svv@messukeskus.com. Please send an installation picture with your order to technical coorniator and to **SVV, by e-mail to svv.myynti@messukeskus.com at latest 30 days before the event**

Rigging order must include measured illustration of stand implementation, including:

- total weight
- quantity of rigging points
- maximum load
- rigging height
- rigging illustration and/or equipment list
- contact information of company and designer
- loading and unloading schedule-wishlist

Rigging order cannot be confirmed before all documents have been sent to SVV.

Maximun rigging loads:

Hall	Rigging loads	Comments
Hall 1	250 kg /loadpoint	Confined rigging possibilities, by safety reasons implementations only with SVV truss and lights. Maximum total rigging weight 500 kg.
Hall 2	100 kg / loadpoint	Maximum total rigging weight 400 kg with hoists. Rigging to stationary rigging points. Point transfer possible, not exceeding 400kg maximum total weight.
Hall 3	100 kg / loadpoint	Maximum total rigging weight 400 kg with hoists. Rigging to stationary rigging points. Point transfer possible, not exceeding 400kg maximum total weight.
Hall 4	250 kg / loadpoint	
Hall 5	250 kg / loadpoint	
Hali 6	250 kg / loadpoint	
Hall 7	250 kg / loadpoint	At low point of hall, between the pillars; the rigging is possible only to stationary rigging points.

Instructions for rigging design:

- Constructions standing on the floor must not be supported from the ceiling or from rigged structures. If support is needed from the ceiling, the whole structure must be rigged.
- Safety wire is needed if the hoist in use does not allow slinging the load over people.
- The hoists and hoist equipment in use must fulfill Finnish and EU standards and safety norms.
- If the rigging points are close to each other and/or the point loads are close to maximum, the point loads will be restricted according to square weights. (max. square weights must be checked according to departments).

More information on heavy ceiling loads from SVV, tel +358 40 450 3258

Things to note in Hall 7

There are certain things you need to take into account when planning the construction of a stand in Hall 7.

Electricity for stands is supplied through floor outlets only. In exceptional cases, sockets can be dropped from the ceiling, at the point where the roof trusses are located. If you require such a connection, please request a quote from the Technical Coordinator.
Ceiling spotlights cannot be installed in Hall 7.

All suspensions in Hall 7 are installed using electrical hoists and are carried out by SVV. Please place an order for these with Messukeskus, and provide it with the installation drawings, at least 45 days before the event. If you wish to place additional orders or make changes after this date, please confirm with SVV that this is possible.

Additional advertising space

Additional advertising space at the MATKA Nordic Travel Fair is subject to surcharge (structures and decorations higher than 250 cm).

Additional advertising space, extra high constructions:
All constructions higher than 250 cm are considered to be additional advertising space and are subject to the following charges:
- minimum charge EUR 400 (for up to 10 m² of additional advertising space)
- EUR 40/m² for each additional square metre
- the maximum charge for additional advertising space and/or extra high constructions is EUR 4,000 (100 m² = EUR 4,000)

At two-storey stands, structures higher than 500 cm from floor level are regarded as additional advertising space and/or extra high constructions.

The Technical Coordinators of Messukeskus will estimate the cost of additional advertising space in advance, according to the stand design supplied by the exhibitor, and will revise the estimate during the fair if necessary. Illustrations of stand designs are to be supplied to Messukeskus by December 1st at the latest.

Unless otherwise agreed in writing with the neighboring exhibitor, extra high constructions should be placed at a distance of at least two (2) meters from the edge of the neighboring stand. This does not apply to exhibition items.

Logos projected onto walls, ceilings etc. must remain within stand boundaries.

Exhibition Office

The Exhibition office is located during construction time in the Upper gallery. It is open during construction and the opening hours of the fair as follows:

Mon 12th Jan	10:00 – 15:00
Tue 13th Jan	10:00 – 16:00
Wed 14th Jan	9:00 – 18:00
Thu 15th Jan	8:00 – 19:00
Fri 16th Jan	9:30 – 18:00
Sat 17th Jan	9:30 – 18:00

Contact information of the Exhibition Office tel. +358 40 450 3241, fax +358 9 7289 0015. When the Exhibitors' Service is closed, please contact the Floor Manager's office in the upper Gallery, tel. +358 40 450 3253.

Other services

Forklift and lifting services should be ordered in advance. The service at Messukeskus are handled by Niemi Expo Logistics, tel. Tel. +358 9 5420 5461, fax Fax +358 9 5420 5462 expo@niemi.fi.

According to the safety regulations of the fire authorities, it is forbidden to store goods in the empty spaces between the stands. Please contact the forwarding agent, if you need storage space.

The official forwarding agent is Niemi Expo Logistics, tel. +358 (0)9 5420 5461, fax +358 (0)9 5420 5462, expo@niemi.fi.

Cleaning for your stand
You can order cleaning services for your stand from SOL through FairNet webservice. More information about the cleaning please contact SOL tel. +358 40 753 75 87 or sol@messukeskus.com

Lockers for smaller goods are located in the Glass Gallery. The price is 2 € per opening

Security Services are offered by Securitas Oy, tel. +358 40 196 2711.

Delivering goods to the stands

The delivery address to Messukeskus is:

Messukeskus
Name of the event
Name of the exhibitor, stand number, telephonenumber of the contact person
Messuaukio 1
FIN-00520 Helsinki
FINLAND

Delivering is possible only during the official constructing hours. Please ensure that a representative of your company is present at the stand: Shipments arriving in the Messukeskus must be addressed directly to the stand or to a forwarder. The shipment should always have an appointed receiver who inspects the quality and quantity of the shipment and takes responsibility for the shipment. Personnel at Messukeskus cannot sign for goods on your behalf.

If no one is available to sign for goods, they may be taken back to the delivery centre or left unattended at your stand. If the exhibitor receives a package via post during the construction period and the representative of the company is not present, the package will be brought to the post office which is near by the Fair Centre (K-Market Pasaati, address: Asemapäällikönkatu 3). The exhibitor can collect the packet from there.

If the exhibitor is not there to take care of the shipment, the exhibitor can address the shipment to Niemi Expo Logistics who will receive the shipment, inspect the condition of the shipment and send the notice of arrival, store the goods if necessary and deliver them to the stand as agreed. Addressing the shipment to Niemi Exhibition Logistics ensures timely delivery of goods to stand. Shipments sent directly to the stand can only be delivered during official construction time. As the official partner of Messukeskus, **Niemi Expo Logistics is the only representative who can receive a shipment outside the exhibition building time.**

The address in this case is:
Niemi Expo Logistics
Messukeskus
Name of the event
Exhibitor's name + stand number
Messuaukio 1
FI-00520 HELSINKI
FINLAND

Further information: Niemi Expo Logistics, tel. +358 (0)9 5420 5461, fax +358 (0)9 5420 5462, expo@niemi.fi.

Forwarding services

You can also order forwarding services from the forwarding company at Messukeskus, which takes care of dispatching and signing for goods. The address in this case is:

Niemi Expo Logistics
Messukeskus
Name of the event
Exhibitor's name + stand number
Messuaukio 1
FI-00520 HELSINKI
FINLAND

The official forwarding agent is Niemi Expo Logistics, tel. +358 (0)9 5420 5461, fax +358 (0)9 5420 5462, expo@niemi.fi.

Exhibitor's Lounge

The Exhibitors' Lounge is a place where your staff can relax during the busy fair days. Daily newspapers, coffee and other refreshments are available. Welcome! N.B. The lounge is for exhibitors only **(door code 0102).**

Exhibitor's Restaurant

The restaurant next to Exhibitors' Lounge (guided from the Southern entrance) is reserved for the exhibitors during the exhibition. For lunch and snack coupons, please contact Fazer Restaurants, fazer.sales@messukeskus.com tel. + 358 40 450 3252, + 358 50 357 7602.

Wavelan and broadband Internet connection

A wireless network called Messukeskus is available for exhibitors to use in the halls of the Exhibit & Convention Centre. The connection is accessed using a username and password, which are entered on the login page in your internet browser.

Username: f4ce
Password: 2f4ce

The network can be access with a WLAN-compatible computer or mobile phone and, among other things, it makes checking your personal e-mails quite convenient. Outgoing mail server: smtp.kolumbus.fi

However,it is wise to subscribe to a fixed Internet connection from service provider Suomen VideoViestintä SVV to ensure the running of functions, which are important to the successful conclusion of your exhibition participation. Check prices and subscribe via www.fairnet.fi.

You can also purchase a username and password at the Exhibition Office. The Messukeskus network works on 2.4 GHz and 5 GHz WLAN bandwidths (802.11a/g/n).
A network called Congress is available in the Congress facilities. The network is available to all visitors and works on 2.4 GHz and 5 GHz bandwidths (802.11a/b/g).
A free network called FreeInternetAccess is available in the area near the south entrance. The range of the network includes the entire south entrance area including the Sports bar and Fazer cafe restaurants. The network works on 2.4 GHz and 5 GHz WLAN bandwidths (802.11a/g/n).

To ensure the successful operation of important trade fair functions such as cash registers and any computers meant for your exhibition stand's visitors, please remember to order a broadband Internet connection from Suomen Video Viestintä SVV.

For more information on prices and orders, please see www.fairnet.fi. The price of the wired Internet connection also includes technical support in the event of problems.

Please note that the wired network connections to the exhibition stands are drawn primarily through the floor drains. They are drawn while the exhibition center is constructing the exhibition and the floor drains are still accessible.

As the construction of the exhibition stands progresses, the access to the floor drains may become blocked, which may inhibit the drawing of network connections. As a result, connections ordered at the last minute cannot be guaranteed but must instead be evaluated on a case by case basis.

When ordered well in advance, connections can also be hidden in the stand's floor structures or other convenient locations.

Radio frequency

If you are planning to use equipment using radio frequencies, such as wireless microphones or games like Nintendo Wii, please let us know about it on advance, in order to avoid static. Contact Suomen Videoviestintä: svv@messukeskus.com or tel. +358 50 450 3258.

Money Exchange

Please note, that there is neither money exchange nor currency exchange available in the Fair Centre. We recommend that you reserve change for your cash register in advance.

Messukeskus care for the environment

According to the environmental legislation the exhibitors are responsible for sorting waste produced by their actions. The exhibitor is also responsible for delivering the waste to its rightful place. Messukeskus is then responsible for recycling the waste in the best possible way.

At Messukeskus we recycle: white paper coloured paper, cardboard, organic waste, wood, glass, plastic, metal and mixed waste. Also carpets used on the stands are sorted. The ECOCENTRES are the right place for waste produced on the stands. See the enclosed map for the location of the Ecocentres.

During the construction and dismantling hours the Environmental Supervisor is at your service. He gives advice and is there to answer your questions about the waste management.

More information about the waste management and environmental policies can also be obtained from the Hall Manager’s office, the doormen and the team responsible for

organizing the event in question.

Waste management during construction and dismantling

During the construction and dismantling hours the exhibitors have the opportunity to choose from these three options:

1. deliver waste to the Ecocentres and sort them.
2. sort and collect all waste on the stand and the cleaning personnel will then take trash away.
3. order suitable waste bins free of charge and sort the waste on the stand and the cleaning personnel will then take the bins away.

- ❖ No waste is to be placed on the corridors for safety reasons.
- ❖ The waste bins in the corridors are not for the exhibitors.
- ❖ According to the fire department's orders all wood processing machinery needs to have a container for the sawdust.
- ❖ After the fair the carpets can be left on the stand but they need to be rolled up together and the scotch tape needs to be removed. Also the scotch tape on the floor needs to be removed. Carpets ordered from Messukeskus can be left flat/ unrolled on the stand.
- ❖ No products, brochures, furniture etc. can be left on the stand after the fair is closed. The removal of the unnecessary items can be ordered from the cleaning services if needed.
- ❖ For removing large items to the trash the exhibitor can order a larger waste disposal unit from the cleaning service provider.
- ❖ Hazardous waste can never be left on the stand. Cleaning services also provide a service for removing hazardous waste.

Waste management and cleaning during the fair

During the event the exhibitor can:

1. deliver the waste to the Ecocentres.
2. order cleaning services and the emptying of the waste bins on their stand.

When the event closes the exhibitor can:

3. clean the stand and deliver waste to the Ecocentres.
4. order cleaning services that include the emptying of the waste bins.
   Cleaning services can be ordered through the online exhibitor service www.fairnet.fi

- ❖ No waste can be placed on the corridors for safety reasons.
- ❖ The waste bins on the corridors are not for the exhibitors.
- ❖ The exhibitor is responsible for the cleanness of the stand and the disposal of the waste.
- ❖ Hazardous waste can never be left on the stand. Cleaning services also provide a service for removing hazardous waste.

Contact persons

Technical Coordinator MATKA: Mr. Mika Olasmaa, tel. +358 50 376 0832
Technical coordinator MATKA and Caravan: Ms. Nina Nykänen, tel. +358 50 387 0047

Customer service, tel. +358 40 450 3250

firstname.lastname@messukeskus.com

For latest information on program and exhibitors, visit www.matkamessut.fi.
Messukeskus is at your service!

Welcome to the Exhibition!

Stand construction and safety at Messukeskus

The event organiser is responsible for the general safety of the event and for ensuring that guidelines are observed.

Exhibitors are responsible for the safety of their stands, with respect both to structures and exhibited items.

Stand builders are responsible for the safety of the stands they build; this applies to both property damage and personal injury.

These guidelines must be passed on to designers and builders.

Information is based on the National Building Code of Finland as well as fire and rescue legislation. These guidelines cover only the key requirements included in the pertinent regulations.

Contact persons at Messukeskus:

Floor managers, tel. +358 40 450 3253
hallimestari@messukeskus.com

Technical Coordinators, tel. +358 40 450 3250
Hall Service Manager Pertti Mörö, tel. +358 40 450 3250
Technical Director Mika Vakkilainen, tel. +358 40 450 3250
Real Estate Director Patrik Kuhlman, +358 40 450 3250

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1. Building materials and decorations
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15. Electrical safety issues
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18. Other matters to keep in mind
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1. **Building materials and decorations**

- Carpets must have low ignitability, class L (Dfl-s1).
- Building materials must meet the requirements for public premises.
- The use of EPS insulation (e.g. styrofoam) as a building material in areas where people assemble is possible. These materials must always be fire-retardant, class S. A certificate verifying the quality of the material and a fire-retardant test certificate must be delivered to the office of the floor manager.
- Fabrics used for covering, upholstery and decoration should preferably be fire-retardant, class SL-2 (B-s1, d0). Otherwise they must be fire-protected.
- If pyrotechnics are used or hot work is done, materials must be class SL-1 in the immediate vicinity. This will be evaluated on a case-by-case basis.
- Exceptional building materials and props (such as cardboard, paperboard and bales of hay) that do not meet the requirements of SL-2 (B-s1, d0) must be fire-protected on site.
- Reliable proof of fire protection must be presented.

Materials must have fire classification certificates. If decorations or other materials do not have certificates, they must be fire-protected.

If the material used in a decoration has been fire-protected elsewhere, there must be records of its protection and the fabric must have a tag for identification. This includes fabrics used in interior decoration, for example.

The Technical Research Centre of Finland issues statements concerning materials that do not have a certificate.

A report on the fire classifications of interior decorations must be submitted to the floor manager for approval no less than 45 days before the event.

2. Stand canopies

Messukeskus has an automatic sprinkler system, which places restrictions on stand coverings. Stand canopies or other large coverings must not endanger the functioning of the automatic sprinkler system.

Fire classified gauze fabric or fire retardant grating meets requirements. Gratings must form a regular pattern on the covered surface.

Tents do not meet requirements applying to gauze coverings.

Information concerning other types of covering must be submitted to the technical adviser in Messukeskus for approval no later than 45 days before the event. The need for fire extinguishing

equipment or smoke alarms will be determined by the floor manager. Fire extinguishers must be at least class 27A 144B.

3. Construction of two-storey stands

A two-storey stand may be built on the following conditions:

- Structural drawings and strength calculations must be supplied to the technical adviser in Messukeskus at least 45 days before the event.
- Messukeskus will give its opinion concerning stand construction, but the builder is responsible for the safety of the structure and building work as well as for work supervision.
- The headroom of the ground floor to the upper storey must be no more than 2,500 mm and no less than 2,200 mm.
- The number of persons in the upper storey is limited to a maximum of 60 at any time, with a minimum of 1 m^2 per person.
- If the upper storey is larger than 99 m^2 or if necessitated by other special reasons (fire load, etc.), the stand must have sprinklers or the exhibitor must arrange a fireguard outside the exhibition's opening hours. The guard's minimum competence requirement is participation in volunteer fire department activities or other suitable training.
- The railings on the upper floor and on stairways must be 1,100 mm from the floor level to the upper edge of the handrail. The gap between railing structures on the upper floor must be no more than 100 mm both horizontally and vertically. The railing must not have horizontal structures that allow climbing. Intermediate railings must be constructed so that the distance between railings or between railings and the floor does not exceed 500 mm.
- A two-storey stand must have at least one class 27A 144B fire extinguisher both upstairs and downstairs. Smoke alarms must also be installed in each section.

Additional information on dimension and load requirements as well as requirements concerning railings can be obtained from the National Building Code of Finland.

4. Special structures and programme areas

Special structures include, for example:

- Climbing frames
- Platform areas
- Raised floors (12 cm or more)

Testing areas
These areas have been set aside for customers, who wish to test products either independently or

under instruction;

- test driving various vehicles
- testing sporting gear and other equipment (golf, rollerblading, etc.)
- testing work machines or equipment

Information concerning special structures must be submitted to the technical adviser at least 45 days before the start of construction. Structures must be built according to the National Building Code of Finland and they must be safe for users.

The submitted notification must disclose at least the following:

- general arrangement of the area (limits and access routes)
- planned measures for ensuring safety
- contact persons and their contact details

Vehicles used in presentations or offered to the audience for testing must have valid motor insurance.

5. Exit routes

Exit routes from the halls must be planned according to the following principles:

- Hall aisles must be well defined and sufficiently wide in the vicinity of the exit doors.
- If only part of a hall is used, exit routes through empty areas must be planned.
- Aisles must be at least 2,000 mm wide (between stands).

One-storey stands must have sufficient exit routes to the aisles.

The number of exits depends on the size of the stand:

- up to 20 m^2, one 900 mm exit route
- from 20 m^2 to 50 m^2, two separate 900 mm exit routes
- from 50 m^2 to 100 m^2, one 900 mm exit route and one separate 1,200 mm exit route
- from 100 m^2 to 200 m^2, two separate 1,200 mm exit routes
- from 200 m^2, the number of exit routes will be determined case-specifically.

Instructions concerning exit routes for two-storey stands:

The distance to the nearest exit route stairway on the second storey must not exceed 20 metres. The number of exits depends on the size of the second storey:

- up to 20 m^2, one at least 900 mm exit route

- from 20 m^2 to 50 m^2, one 1,200 mm exit route or two 900 mm exit routes
- from 50 m^2 to 100 m^2, one 1,200 mm exit route and one 900 mm exit route
- from 100 m^2, the number of exit routes will be determined case-specifically.

Circular stairs are possible if a stand has more than one exit route. There must be at least one direct exit route, however. (Building Code of Finland F2:2)

All exit routes must be marked with proper signs by the builder.

6. Hot work

Hot work is work involving sparks or the use of a flame or high heat, which can cause a fire. This includes, among other things,

- gas and spot welding
- flame and spot cutting
- metal cutting and grinding
- the use of a gas burner or a hot air blower.

Persons doing hot work during construction and dismantling hours must have a HOT WORK CARD as well as a written HOT WORK PERMIT issued by the floor manager's office.

Persons doing hot work or demonstrations during the fair's opening hours do not need to have a hot work card, but facilities must meet the requirements set for a PERMANENT HOT WORK PLACE. Fire, water and sparks must not be allowed to reach other exhibition areas or the aisles.

Gas welding equipment and liquid gas equipment must be equipped with safety devices according to regulations.

Written notifications concerning hot work and demonstrations as well as fire extinguishing equipment must be made to the floor manager's office at least 45 days before the event.

Additional information:
Federation of Finnish Insurance Companies, Safety guidelines for hot work 01/2002.

Helsinki Fire and Rescue Department, fire inspectors, tel. +358 9 310 1651

7. Pyrotechnics and demonstrations using fire

Demonstrations using fire include, among other things

- torch demonstrations
- fire-eating demonstrations
- the use of a naked flame

Pyrotechnical equipment includes, among other things

- fireworks
- theatre effects
- distress rockets
- flares
- emergency torches and smoke devices that develop fire or heat when used.

Packages of pyrotechnical equipment on display in public facilities must be empty and this must be clearly indicated on packages. Packages must be placed in display cases, especially after ready-to-use packages have been emptied, in which case small amounts of substances may remain in the package. We recommend that exhibitors use new and empty factory-supplied packages.

The actual use of pyrotechnical equipment in public facilities always requires advance notification to fire and rescue authorities as well as to the manager of the facility. This must disclose at least

- an individualised list of the equipment and effects to be used
- the class, type and number of effects
- safe distances for effects
- the planned location of effects
- the effect construction timetable
- use date and situation
- report of fire extinguishing equipment and fire guarding preparations
- the person in charge, who must have a charger's work permit
- a mention of approval from the owner of the facility
- an inspection time agreed with the fire inspector
- during the inspection, equipment must be presented in the authentic use environment
- decorations and props must meet class SL-1 requirements.

The abovementioned information must be submitted to the floor manager for approval by no later than 45 days before the event. Permission to use the property for such purposes will be granted on the basis of received reports, but final approval can only be granted in conjunction with the fire inspection.

8. Candles

Only safety candles may be used in exhibition facilities.

The covering of a safety candle is made of a non-flammable material and the fuel is mineral oil.

Safety candles must be placed so that the public does not come in contact with them.

9. Liquid gases

Fire and rescue legislation places restrictions on the use of liquid gas indoors.

The following should be taken into account in planning:

- Permission to use liquid gas must be requested from the floor manager at least 45 days before the exhibition.
- Quantities are limited according to fire section (hall or room), so early requests facilitate approval.
- The size of gas bottles is 5 kg.
- Bottles must be installed so that they allow for proper ventilation of the space in question.
- Spare or empty bottles may not be stored indoors.
- Liquid gas equipment and pipes must conform to regulations and their condition must be checked in advance.
- The minimum safety equipment requirement is a fire blanket and a class 27A 144BC fire extinguisher.

Requests must indicate:

- the location plan
- the amount of liquid gas to be used
- safety equipment
- the person in charge of use.

10. Other flammable liquids and gases, hazardous substances and heaters

The abovementioned materials may only be kept in fair and exhibition facilities with special permission.

Heaters using paraffin (kerosene), petrol (gasoline), diesel oil or gas must be suitable for indoor use. The type of fuel must be visibly marked. Equipment using fuel must be placed on an overflow container.

Permission must also be obtained to use and store pressure vessels containing non-flammable gases (for example gases used to inflate balloons).

Gas bottles must be attached to something so as to keep them from falling.

Empty gas bottles must be clearly marked as such. Only "factory empty" gas bottles can be marked in this way.

A notification concerning the use and storage of the above materials must be submitted to the floor manager's office at least 45 days before the exhibition. On the basis of the notification, the floor manager will evaluate the need to obtain a permit from the Helsinki Fire and Rescue Department.

Please consult regulations on hazardous substances as well.

11. Motor vehicles

Motor vehicles, transport equipment and work equipment (hereinafter "equipment") on display in the exhibition or conference area must have the power turned off at the main switch or have the battery disconnected.

The power can be turned on, however, on the following conditions:

- Power must be turned on to demonstrate equipment.
- A written notification concerning the need to demonstrate equipment and the quantity of equipment must be made to the floor manager's office at least 45 days before the event.
- Equipment is new and unused.
- Keys are kept out of the public's reach.
- Fire extinguishers at least class 27A 144B C (powder) or at least class 21A 144B (foam or fluid) must be located in the demonstration space as follows:
    - 1-3 pieces of equipment, 1 extinguisher
    - 4-7 pieces of equipment, 2 extinguishers
    - 8-10 pieces of equipment, 3 extinguishers
    - over 10 pieces of equipment, determined case-specifically.

Permission to keep the power turned on for used or self-built equipment can only be granted by the rescue authority.

Equipment on display in the lobbies or gallery facilities must always have the power turned off.

The organizer of the event will monitor compliance with regulations. If regulations are not complied with, equipment can be removed from the premises at the owner's expense.

12. Occupational safety

Messukeskus requires that stand constructors observe safe working practices as well as utilise

ladders and scaffoldings of a type determined under Government Decree 205/2009 on the Safety of Construction Work. The operators of work machinery and equipment must use the personal protective gear determined in the equipment item's user manual.

Forklift and personal lifting device operators must have a written use authorisation issued by their employers. Before issuing authorisation, the employer must verify that the operator has the skills and abilities required for the appropriate operation of the equipment item in question.

Employees must always use fall-preventing protective gear when stationed in the personnel basket of telescopic and articulated boom lifting devices. Use is recommended in the case of scissor lifts.

For further information, please contact Occupational Health and Safety Manager Jari Hallamaa, tel. +358 50 387 0060, or the floor manager's office during the construction/dismantling period of the fair.

13. Machinery operation demonstrations

If a demonstration requires hot work, please see section 6.

All demonstrations must be performed in a manner that does not endanger bystanders.

Objects presenting a risk of crushing or cutting must be equipped with fixed protectors so that someone standing near the demonstration area cannot touch the object with their hands or feet, for example. Alternatively, the demonstration area can be equipped with a fence at least 2 m high (for example wire netting), provided that the work does not involve flying matter or sparks.

Additional information:
Occupational Safety and Health Inspectorate of Uusimaa, tel. +358 9 774 711

14. Heavy exhibition items

If the load caused by an exhibition item in halls 1, 2, 3, 6 and 7 exceeds 10 kN/m² (1,000 kg/m²) or 7 kN/m² (700 kg/m²) in halls 4 or 5, their placing is always subject to separate agreement with the Real Estate Manager.

15. Electrical safety issues

Electrical installations performed at exhibitions must conform to the requirements of standard SFS 6000-7-711 (EXHIBITIONS, PRESENTATIONS AND EXHIBITION SECTIONS).
Standards can be purchased from the Finnish Standards Association SFS (www.sfs.fi)

- If builders use their own construction-site electricity distribution devices or comparable

equipment, they must ensure that all 32A and smaller power points are equipped with a 30mA residual-current device.
- Items placed into exhibition sections must have plug-equipped cords.
- Only grounded extension cords equipped with plugs and extension sockets may be used in exhibition sections.
- Builders may not themselves perform any connection wiring work at Messukeskus; when necessary, a connection wiring service can be procured against separate payment.
- A separate fee will be levied if Messukeskushas to perform an electrical wiring inspection at an exhibition section.
- Halogen lighting, heaters and other equipment that generate a lot of heat may not be installed without appropriate protective measures, which prevent scalding and protect against the spread of fire.

16. Laser equipment

Radiation and Nuclear Safety Authority Finland issues guidelines and monitors the use of laser equipment at public occasions.

Radiation and Nuclear Safety Authority Finland does not conduct on-site inspections of low-power laser equipment (under 5 mW) used at public occasions. These must, however:

- be used in a professional manner
- in the case of battery-operated or electrical equipment (voltage under 50V), be approved by the Department for Occupational Safety and Health at the Ministry of Social Affairs and Health
- in the case of other equipment, be approved by an EU or EEA country
- have the required warnings and type and approval marks
- have the required installation, warning and operating instructions in Finnish and if necessary in Swedish.

Radiation and Nuclear Safety Authority Finland must always be contacted concerning the use or presentation of high-power laser equipment, which is in safety class 3B and has an output power of over 5mW.

Additional information:
Radiation and Nuclear Safety Authority Finland, tel. +358 9 759 881.

17. Lobbies and galleries

The planning of advertising spots and other spaces in lobbies and galleries must observe the separate instructions pertaining to them.
You should consult the technical adviser when designing activities or stands.

If a motor vehicle is on display, the battery must be disconnected or the power must be turned off at the main switch.

18. Other matters to keep in mind

- chairs installed for spectators must be attached to one another.
- if food is prepared, it is important to protect the public from coming in contact with hot surfaces. The minimum safety equipment requirement for food preparation is a fire blanket or, in special cases, a fire extinguisher of at least class 27A 144BC. Requirements set by the Environment Centre must also be met.
- lamps and advertising lights that produce heat must be installed so that people or flammable materials will not be harmed by them. Lamps must be attached firmly in place.
- Saunas and sauna stoves can be on display (with the power connected), provided the following conditions are met:
    - When the sauna is turned on, a guard must be constantly on duty. After the power has been turned off, the guard must remain on duty for one hour.
    - Brochures or flammable materials must not be placed inside the sauna or near the stove.
    - Demonstrations must be supervised and the necessary railings must be installed to prevent contact with hot surfaces.
    - Notification of sauna stoves and equipment must be submitted to the floor manager for approval at least 45 days before the event. The notification must show the sauna floor plan and the location of the stove.

19. Schedule for advance notifications

Subject	Deadline	Recipient of notification
Fire classification of decorations, fabrics and advertising banners	45 days before the event	Floor manager
Stand canopies	45 days before the event	Technical adviser
Two-storey stands	45 days before the event	Technical adviser
Special structures and programme areas	45 days before the event	Technical adviser
Exit routes in 200+ square metre sections	45 days before the event	Floor manager
Hot work	45 days before the event	Floor manager
Pyrotechnics and demonstrations using fire	45 days before the event	Floor manager
Liquid gas use	45 days before the event	Floor manager
Flammable liquids and gases	45 days before the event	Floor manager
Non-flammable gases and pressure containers	45 days before the event	Floor manager
Hazardous substances (chemicals)	45 days before the event	Floor manager
Heating equipment use demonstrations	45 days before the event	Floor manager
Demonstrating powered-up vehicles	45 days before the event	Floor manager
Presentations of saunas and stoves	45 days before the event	Floor manager

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We reserve the right to make changes.

31 August 2011

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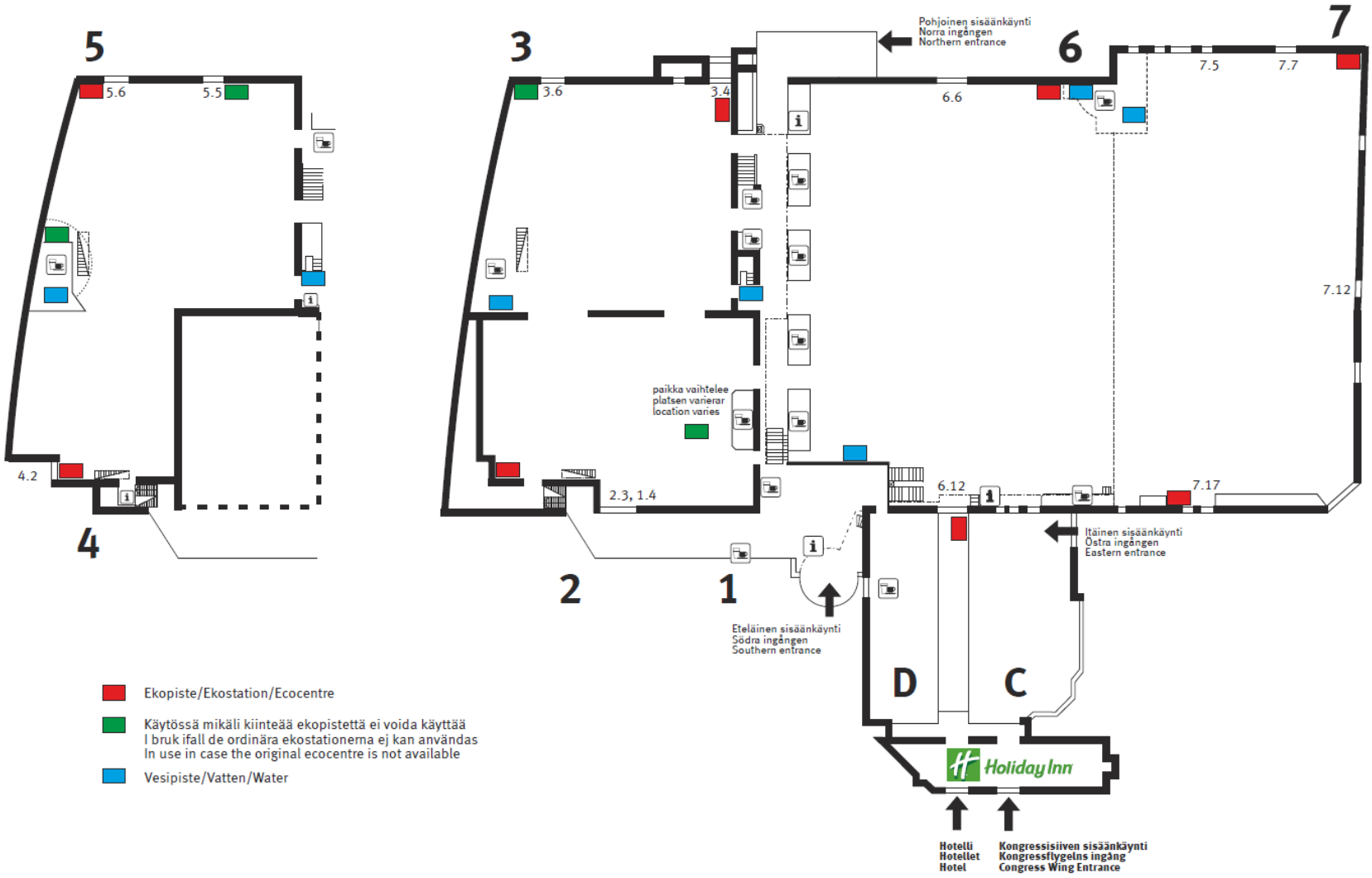
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5.6
5.5
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4
3
3.6
3.4
Pohjoinen sisäänkäynti
Norra ingången
Northern entrance
6
6.6
7
7.5
7.7
7.12
paikka vaihtelee
platsen varierar
location varies
2.3, 1.4
6.12
7.17
2
1
Itäinen sisäänkäynti
Östra ingången
Eastern entrance
Eteläinen sisäänkäynti
Södra ingången
Southern entrance
D
C
Holiday Inn
Hotelli
Hotellet
Hotel
Kongressisiiven sisäänkäynti
Kongressflygelns ingång
Congress Wing Entrance
Ekopiste/Ekostation/Ecocentre
Käytössä mikäli kiinteää ekopistettä ei voida käyttää
I bruk ifall de ordinära ekostationerna ej kan användas
In use in case the original ecocentre is not available
Vesipiste/Vatten/Water